



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 40-05

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Unit

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: June 22, 2005

RE: Elimination of the Case Number Search Option & Requirement in Direct Certification

In an attempt to decrease the workload during the eligibility certification process, the Arizona Department of Education (ADE) has eliminated the Case Number Search requirement. Local Education Agencies (LEA) will no longer be required to or able to conduct Case Number Searches through the CNP Direct Certification System.

Direct Certification for School Year 2005-2006

- All LEAs must continue to conduct a district wide Direct Certification match of all enrolled students within the first 30 operating days.
 - ◆ Use Upload File, State Match, or Data Entry to fulfill this requirement.
- **Certify all FoodStamp/CA/TANF/FDPIR case number applications that are complete.**
 - **A complete case number application includes: child's name, 8 digit or less case number, and adult household member signature.**

To expedite the verification process in school year 2005-2006 ADE is creating a **Direct Verification system**, which will utilize the Case Number Search method. The Direct Verification system will allow LEAs to verify those FoodStamp/CA/TANF case number applications selected for verification without contacting the household. Further information and guidance on Direct Verification will be sent out shortly.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist.

Nicholas Dunford	(602)542-8740	Patricia Johnson	(602)542-8782	Lynn Ladd	(602)364-0461
Kacey Frey	(602)542 8705	Crystal Kalahar	(520)628-6777	Mat McCarty	(602)542-4815
Traci Grgich	(602)364-1625	Katrina Klatt	(602)542-8711	Cara Pecsowski	(602)542-8703